



# Associated Students of Western Washington University

## Activities Council Charge & Charter

Expires on October 25, 2021

### I. CHARGE

The purpose of the Activities Council is to promote an engaged campus community by:

- Recognizing AS Clubs.
- Authorizing AS Club name and statement of purpose changes.
- Allocating funding for events, activities, publications, and conferences from Grants, ~~Underwrite~~/Loans (FXXGRN), Club Conference Funding (FXXCLC), and Large Event Opportunity Fund (ASBSDE).
- Overseeing distribution of the AS Bookstore Donation fund.
- Providing guidance on proper adherence to policies and procedures.
- Connecting AS Clubs with resources.
- Providing guidance to align AS Clubs with the values of the AS Strategic Plan and AS Mission Statement.
- As necessary, place stipulations on the activities of the requesting AS Club

### II. MEMBERSHIP

#### Voting:

AS Vice President for Activities (Chair)

AS ~~Club Business Director~~Assistant Director for Club Finances (Vice Chair)

AS Club Events ~~Facilitator~~Coordinator

~~23~~ AS Club Representatives (from ~~23~~ different clubs)

2 Students-at-large

#### Non-voting:

Secretary

Club Activities Coordinator (Advisor)

### III. CHAIR

The Chairperson shall be the AS Vice President for Activities. They shall convene the meetings, approve agendas, and preside at all meetings. The Vice-Chair person shall be the AS Assistant Director for Club Finances ~~Club Business Director~~ and acts as the chair in the absence of the Chairperson.

### IV. MEETINGS

Meetings shall be called by the Chair. The committee shall generally meet every ~~other~~ week with a minimum of twenty-four (24) hours' notice. Meetings may also be called by any member with support of at least ~~twenty-five~~fifty percent (~~25~~50%) of the seated, voting membership.

### V. VOTING

In order for a motion to pass, it must obtain a majority of the legal votes cast, but no less than ~~seven (7)~~majority (4) affirmative votes. An abstention shall not count as a legal vote cast.

### VI. QUORUM

A majority of the voting membership (4 members) shall constitute a quorum. If a quorum is not present, the Chair will adjourn the meeting and reschedule to a new day and hour. During the summer, or when the council is not in session, this council's responsibilities fall to the AS VP for Activities and AS Coordinator of Student Activities with the exception of Large Event Opportunity Fund requests.

Large Event Opportunity Fund requests that require approval while council is not in session shall be handled by a taskforce of the AS VP for Activities, the Club Advising Coordinator, and the VP of Student Services. This taskforce does not need to meet in person, and can communicate via email. Those shall be heard by a taskforce of the ASVP for Activities, 3 AS Student Directors and 1 other AS Board of Directors Member.

#### **VII. FUNDING**

It shall be the purview of this council, in addition to normal AS budgeting procedures and subject to the regular review process, to allocate funding to student groups for events not budgeted for elsewhere by the AS Board of Directors.

#### **~~VIII. SUBCOMMITTEES~~**

~~In order to provide for coordination and direction, the council may establish subcommittees as necessary. Unless otherwise noted, these groups shall follow the provisions of the council with respect to procedure. All Chairpersons shall be voting student members.~~

#### **IX. RULES OF OPERATIONS**

The council may adopt and amend rules of operations governing its operation by a majority vote of the council, subject to review and approval by the AS Executive Board.

#### **X. AMENDMENTS**

This Charter may be amended by a majority vote of the AS Executive Board

#### **XI. REPORTAGE**

This committee shall report to the AS Executive Board through the AS Vice President for Activities.

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AS Assistant Director for Club Finances (Vice Chair)

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